Town of Portugal Cove – St. Philip's

Public Notice Policy

Pursuant to the authority vested in the Town Council of Portugal Cove – St. Philip's, the following policy was adopted on the 28th day of October 2026.

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1. TITLE

1.1 This document shall be known and cited as the *Public Notice Policy*.

2. INTERPRETATIONS

2.1 **"Council"** means the duly elected Council of the Town of Portugal Cove – St. Philip's.

2.2 **"Town"** means the Town of Portugal Cove – St. Philip's as incorporated under the Towns and Local Service Districts Act.

2.3 **"Application"** means any submission requesting approval for land-use or development under applicable planning regulations.

2.4 **"Property Owner"** means an owner of real property within the Town as identified in the Assessment Roll.

2.5 **"Town Project"** means a project or initiative being undertaken by the Town. Town projects may include water and sewer extension, road upgrading or traffic calming.

3. POLICY STATEMENT AND SCOPE

3.1 The Town is committed to maintaining high standards of transparency and public engagement in local government decision-making.

3.2 The purpose of this policy is to:
3.2.1 Support efforts to inform residents of applications that may impact their area and to provide opportunity for residents to make submissions to Council for consideration when they are reviewing the application.

3.2.2 Inform property owners of upcoming town projects that may impact their area.

3.3 This policy applies to:
3.3.1 All applications where public notification is required by the Town's Development Regulations or applicable legislation, including but not limited to residential subdivisions, home-based businesses, discretionary uses, and variances.

3.3.2 All town projects being undertaken by the Town.

3.3.3 Requests to the Town for traffic calming measures to be implemented.

4. POLICY PROCEDURE

4.1 With the exception of public notices regarding variance requests or accessory building floor area or location, public notices shall be posted at the Town Office and Recreation Centre, on the Town's website and social media, and through advertisement in a local newspaper where required by regulation.

4.2 In addition to the requirements for Sections 4.1 and 4.3, applications for mapping amendments to the Town's Municipal Plan and/or Development Regulations, residential subdivisions (excluding infill along existing streets), mineral working, antenna, and private or commercial wind turbines shall also be advertised by posting of a physical notice in two local businesses closest to the property subject of the application, on the Town's digital message signs, and through PCSP Connects.

4.3 For all application types that require public notice, individual notice of the application shall be forwarded to property owners located within a defined offset of the property boundaries of the property subject of the application in accordance with the following:

Development Type	Offset Distance
• Accessory Building Floor Area or Location • Child Care (home occupations only) • Medical and Professional (home occupations only) • Office • Personal Service • Subsidiary Apartment • Variance	100 m
• Agriculture (residential agriculture only) • Boarding House Residential (including short term rentals) • Cemetery • Double Dwelling • Double Wide Mobile • Townhouse	150 m
• Agriculture or Small Farm • Agri-Tourism • Amendments to Town Plan or Regulations with mapping changes • Amusement • Animal • Antenna • Apartment Building • Camping/Guest Housing • Funeral Home • Retail, Shop (including Farm Retail Sales), or Convenience Store • Catering or Take-out Food Service • Child Care (non-home occupations) • Club and Lodge • Collective or Commercial Residential • Cultural and Civic • Educational • Fishery Uses • General Service • Group Home	200 m

• Indoor, Outdoor, General, or Passenger Assembly • Indoor or Outdoor Market • Kennel • Light or General Industry • Medical and Professional (non home occupations) • Medical Treatment and Special Care (including nursing home) • Mineral Working • Place of Worship • Private or Commercial Wind Turbine • Service Station • Single Dwelling (where listed as a Discretionary Use) • Subdivisions (excluding infill along existing streets) • Theater • Transportation • Veterinary	

4.4 For town projects, individual notice of the project shall be forwarded to property owners located within a defined offset of the project area in accordance with the following:

Project Type	**Offset Distance**
• Request for Traffic Calming • Extension of Water and/or Sewer (cul-de-sac) • Road Upgrading (cul-de-sac)	100 m
• Extension of Water and/or Sewer (through street – no expected detours or road closures) • Road Upgrading (through street – no expected detours or road closures)	150 m
• Extension of Water and/or Sewer (through street – detours or road closures expected) • Road Upgrading (through street – detours or road closures expected)	200 m

4.5 If correspondence is received by the Town in response to the public consultation completed under Sections 4.1 and 4.2 of this Policy, Council may require additional public consultation to be completed at a greater notification offset to obtain further public input for consideration.

4.6 For applications that require a notification offset of 200 m:

4.6.1 and are located on a local road, public notices shall also be forwarded to property owners fronting on local street(s) between the property subject of the application and the nearest intersection with a collector or arterial road. Classifications of arterial, collector, and local roads are detailed within the Town's Municipal Plan.

4.6.2 and have direct frontage on a waterbody identified on the Environmental Protection Overlay Map, public notices shall also be forwarded to all other properties with direct frontage on that same waterbody, even if the other property is beyond the 200 m offset.

4.7 For town projects on a local road that require a notification offset of 150 m or 200 m and are located on a throughfare local road, public notice shall also be forwarded to property owners fronting on local road(s) where travelling through the project area is the most direct route to a collector or arterial road. Classifications of arterial, collector, and local roads are detailed within the Town's Municipal Plan.

4.8 Individual public notice shall be forwarded to property owners by email (where an email address is on file) or through regular mail using the most current mailing and/or email address on file.

4.9 All correspondence received during a public consultation will be redacted and forwarded to the applicant so that they may provide additional information regarding the comments received for Council's consideration. All correspondence received and the applicant's response will be reviewed by Council.

5. AMENDMENTS

5.1 October 28, 2026 Motion #: 2026-365.

6. INITIAL EFFECTIVE DATE / RESOLUTION

6.1 Date Effective: April 2, 2026, Motion #: 2026-102.

Dave Bartlett, Mayor

Claudine Murray, Town Clerk